

BOARD OF REGISTERED NURSING

P.O Box 944210, Sacramento, CA 94244-2100

P (916) 322-3350 | www.rn.ca.gov

Ruth Ann Terry, MPH, RN, Executive Officer



GUIDELINES FOR APPROVAL VISITS

The authority for approval visits is found in Section 2788 of the Nursing Practice Act and is further defined in Article 3 of Title 16, Chapter 14, California Code of Regulations. Current Board of Registered Nursing (BRN) policy is to make site visits to approved nursing programs at least every eight years. Site visits may also be made at any time deemed necessary by the Board.

The purpose of the visit is to do an in-depth on-site evaluation of nursing programs to assess compliance or noncompliance with the law and rules and regulations. The visits are made by the BRN's Nursing Education Consultants (NECs). These guidelines provide nursing programs with specific information regarding the preparation for the approval site visit.

SCHEDULING OF VISITS

The BRN maintains a master calendar for approval visits and every effort is made to schedule the visits on mutually acceptable dates. The BRN is willing to schedule its visits to coordinate with voluntary accrediting bodies when possible.

DOCUMENTS USED FOR APPROVAL VISITS:

For Initial New Program Approval visit, submit all forms listed below. For Continuing Approval Visit, exclude forms EDP-I-19, EDP-P-09, EDP-P-10.

1. EDP-I-18 Guidelines for Approval VISITS
2. EDP-I-19 Preparing the Self-Study Report for Approval of Initial Pre-licensure Nursing Program*
3. EDP-I-16 Continuing Approval Report
4. EDP-R-03 Criteria and Guidelines for Self-Study (Applies to all Program Reviews)
5. EDP-P-05 Total Curriculum Plan
6. EDP-P-06 Required Curriculum: Content Required for Licensure
7. EDP-P-09 Nursing Program Approval Application And Cover Data Sheet*
8. EDP-P-10 Report on Faculty*
9. EDP-P-11 Nursing Curriculum and Clinical Facilities
10. EDP-P-12 Post-Approval Visit Questionnaire
11. EDP-P-14 Program Clinical Facility Verification Form
12. EDP-I-31 Guidelines for Prelicensure Nursing Program Continuing Approval Report and Site Visit

PREPARATION FOR APPROVAL VISITS:

In the months of February and September, preceding the academic year in which the program is scheduled for the Eight-year Continuing Approval, the RN program director will receive:

- For a Full-Visit (Self-Study and Site Visit), an Approval Packet, which contains documents EDP-I-16, I-17, I-18, EDP-R-03, EDP-P-05, P-06, P-11, P-12, P-14
- For an Interim Visit, EDP-I-31

The Nursing Education Consultant assigned to the nursing program will review the materials with the program director and/or faculty for clarification as necessary.

REPORTS

The form Criteria and Guidelines for Self-Study (EDP-R-03) is to be used in the self-evaluation process. The report (EDP-P-16) should be succinct and presented in a format that is paginated, indexed, and bound in a loose-leaf binder. **Reports prepared for accrediting bodies will not be accepted.**

No less than two months before the scheduled visit please send the following.

- three (3) copies of the nursing program's self-study report with attachments
- two (2) copies of the student handbook
- two (2) copies of the program catalogue
- one (1) complete set of the course syllabi

Programs should mail these items to:

BOARD OF REGISTERED NURSING
1625 North Market Blvd., Ste. N-217
Sacramento, California 95834-1924
Attention: (Name of NEC assigned to your program)

The NEC will review the program's self study prior to the visit and evaluate its content according to current laws, rules, regulations and BRN policies. Additional information and/or materials may be requested as necessary.

The program director submits a tentative schedule for the approval visit to the NEC at least two weeks before the visit.

VISITS AND CONSULTANTS

The nursing program will be contacted by the NEC by letter about four (4) to six (6) weeks prior to the visit regarding the scheduling of activities during the visit. BRN consultants will make their own arrangements for housing and transportation.

At the end of the visit the NEC will give an oral exit report summarizing the program's compliance or noncompliance with BRN laws, rules and regulations, and policies. A working draft copy of the consultant's findings will be sent to the nursing program within 10 working days following the visit.

BRN ACTION

The nursing program is placed on the agenda of the Education/Licensing Committee (ELC). A representative from the program is expected to be present. The ELC will review the consultant's report and make its recommendation on approval. The ELC's recommendation is placed on the agenda and sent to the full Board for action.

The Board, at a regularly scheduled meeting, will review the ELC's recommendation and make its determination on approval. The nursing program will be notified by letter of the Board's action.

If a program is found to be in compliance, the recommended Board action is approval. If the program is found to be in noncompliance, it may be recommended that action on the approval be deferred until the program corrects the noncompliance areas. When the program does not appear able or willing to correct the areas of non-compliance, the Board action may be to place the program on warning status. If a program is placed on warning status its approval status is in grave jeopardy.